

## **Parkview Public School Council BY-LAWS**

### **Article 1 – Name of Organization**

1.1 This organization will be the Parkview Public School Council.

### **Article 2 – Mandate of the Council**

2.1 School Councils are advisory bodies.

2.2 Working within the mission statement and the goals of the Thames Valley District School Board, the Council will provide advice to the school principal and, where appropriate, to the school board in any of the matters listed below. Council has identified the following matters as priorities according to the Ministry of Education Ontario Regulation 612/00.

- Consult with parents of students enrolled in the school about matters under consideration by the Council;
- School code of conduct;
- Work to ensure input is representative of all the parents within the school;
- Have the opportunity to provide input on policies that relate directly to student achievement, implementation plans, school improvement plans;
- The process and criteria applicable to the selection and placement of principals;
- Maintain a clear focus on meeting the needs of all students;
- Ensure a constructive, open atmosphere;
- Accept the responsibility to be informed and accountable;
- Be actively involved in pursuing solutions to issues;
- Be responsible for developing guidelines for dialogue and decision making;
- Develop strategies to consider the concerns of special interest groups within the school;
- Develop strategies to focus on issues not individuals;
- Organize information sessions to enable members of the Council to develop their skills as Council members;
- School-community communications strategies;
- Methods of reporting to parents and the community;
- Promote the best interests of the school community.

2.3 The Council will not have any of the powers and duties reserved by law or regulation for the board, the principal or collective agreements.

### **Article 3 – Representation and Membership**

3.1 All members of the Parkview Public School Council shall demonstrate a firm commitment to education and support, in action and words, the philosophy and goals of the Thames Valley District School Board.

3.2 The Council shall be composed of a minimum of 7 and a maximum of 15 members.

Membership will be comprised of the following:

- School principal
- School vice-principal, as applicable
- The majority must be parents/guardians of students enrolled at Parkview Public School
- Teacher representative
- Non-Teaching staff representative
- A community representative appointed at the discretion of the Council

#### **Article 4 – Election and Appointments Procedures**

4.1 Elections will take place during the first thirty days of each school year. The outgoing School Council will form an Election Committee in May to help plan the election process with the school principal.

4.2 Parent representation shall be determined in accordance with the established Board policy (TVDSB School Councils Procedures, Policy 3016a, 3.3 Election of Parent/Guardian Representatives).

4.3 Teacher representative will be elected by the Parkview Public School teaching staff at a regularly scheduled staff meeting within the first thirty days of the school year. Seats may be acclaimed upon singular nomination.

4.4 Non-teaching staff representatives will be elected by the non-teaching staff during the first thirty days of the school year. Seats may be acclaimed upon singular nomination

4.5 Appointed members of the Council who represent the community or other significant groups, will be selected and appointed by the elected members of the Council. Any Council member may recommend the names of persons to be appointed.

4.6 The names of all newly elected Council members will be published in the School newsletter and on the School website.

4.7 Vacancies that occur during the school year will be filled by a vote of all Council members. Nominations may be made by a Council member.

#### **Article 5 – Terms of Office**

5.1 Council members, except for the principal and vice-principal, are elected or appointed for a one-year term.

5.2 A person elected or appointed as a member of the Council holds office from the date of the first meeting of the School Council after the elections until the date of the first meeting of the School Council in the next year.

5.3 No limit will be set on the number of terms a member of Council may be re-elected or re-appointed.

5.4 Membership on the Council will terminate when a member:

- Ceases to hold the criteria for representing constituency;
- No longer has a child enrolled in the school (parent);
- No longer is employed at the school (employee);
- Has missed three consecutive, scheduled meetings without proper notice to the Chair or principal;
- Submits a letter of resignation to the Chair.

## **Article 6 – Council Procedures**

6.1 All Council and committee meeting shall be open to school staff and parents.

6.2 Generally, the means of decision making shall be through consensus. As compared to a democratic vote, where most people support a decision, consensus would have all members willing to accept a decision as reasonable. In the case that consensus decision making is not appropriate, i.e. due to experience, a formal vote by secret ballot is used.

6.3 The Council has the responsibility to regularly inform the general school and parent community of their activities, i.e. Council updates. Minutes of all Council meetings will be taken. Minutes will be considered for adoption at the next meeting. Copies of the minutes will be kept by both the Council and the principal. Minutes are to be made available for easy perusal.

## **Article 7 – Officers: Council Members**

7.1 All elected and/or appointed Council members as defined in Article 3.2 will have voting privileges. All others are advisors to the Council. The principal and vice-principal are the designated non-voting members.

7.2 At the first meeting of the school year, the elected members of the Council shall elect parent/guardian members of the Council to serve as chair (or co-chairs) for the Council. The elected members will then elect a vice-chair, treasurer, and secretary. Coordinators will also be elected for, but not limited to, the following committees:

- Lunch Program
- Fundraising

Committees may be created as deemed necessary by the Council.

7.3 The coordinator of each committee, if not an elected member of Council, shall serve as an advisor to the Council.

7.4 Each committee shall contain at least one elected Council member.

7.5 Advisors to the Council may participate in all deliberations, however in the event consensus cannot be achieved, secret ballot is reserved to the voting Council members.

7.6 Members of the Council may be personally liable if they go beyond their advisory role or do not follow Ministry or Board policies.

## **Article 8 – Duties of the Council Members**

8.1 The Chair/Co-Chair is responsible for:

- Calling school meetings;
- Preparing and circulating the agenda for the School Council meetings, in consultation with the vice-chair and school principal;
- Chairing meetings of the School Council;
- Ensuring the minutes of the School Council are recorded and maintained;
- Maintaining a Council file in the school administrative office containing current minutes and three years' of previous minutes, correspondence, current by-laws, and reports;
- Communicating with the school principal;
- Ensuring there is regular communication with the school community;
- Ensuring the annual report of the School Council is submitted.

8.2 The Vice-Chair is responsible for:

- Assisting the Chair as needed and exercising all the functions of the Chair in his/her absence;
- Assisting with preparation of the School Council meeting agendas;
- Maintaining and/or upholding the responsibilities of Executive Members who are unable to perform their duties;
- Performing the duties of additional Executive or Coordinators until their roles are defined and an elected Executive/Coordinator is in place.

8.3 The Secretary is responsible for:

- Keeping a full and accurate account of all proceedings and transactions of all Council meetings;
- Providing a copy of the minutes to the Chair or principal for distribution among attendees of the next Council meeting at least one week prior to the next scheduled meeting;
- Maintaining an up-to-date Council membership list displaying email addresses and telephone numbers for Council use only;
- Verifying and record any votes.

8.4 The Treasurer is responsible for:

- Ensuring the funds received are for the sole purpose of bettering the educational experience of the students of Parkview Public School;
- Maintaining all financial records for a period of seven years and reporting on the status of finances at each Council meeting;
- Ensuring expenditures are made only with Council approval;
- Submitting books, vouchers, and financial statements for audit as per Board policy.

8.5 The Principal (or Vice-Principal as designated) is responsible for:

- Implementing the processes necessary to establish and maintain the School Council and assist in its operation;
- Supporting and promoting School Council activities;

- Acting as a resource person to the School Council and assisting in obtaining information relevant to the functions of the School Council;
- Facilitating consultation, at the school level, with the School Council on policies, implementation plans, improvement plans, and other items from time to time as the Board may request;
- Considering each recommendation made by the Council and advise of any action taken in response to that recommendation;
- Communicating with the Council;
- Ensuring minutes of the Council meetings are kept at school;
- Providing for the prompt distribution of memos and correspondence from the Ministry of Education and/or the Board to all Council members;
- Assisting the Council in communication with the school community;
- Notifying and encouraging parents at every opportunity to become active;
- Facilitating elections of teaching and non-teaching employee representatives;
- Forwarding a list of the elected and appointed Council members to the Director of Education following each election or change of membership by the end of the first week of October or within ten days of filling a vacancy.

8.6 The Teaching Representative is responsible for:

- Helping maintain the lines of communication between the teaching staff and Council;
- Keeping the Council up-to-date on teaching issues and school events.

8.7 The Non-Teaching Representative is responsible for:

- Helping maintain the lines of communication between non-teaching staff and Council;
- Keeping the Council up-to-date on non-teaching issues.

8.8 Council members shall:

- Participate in Council meetings;
- Participate in information sessions;
- Act as a liaisons between the School Council and the community;
- Encourage the participation of parents from all age divisions and of other people in the community.

## **Article 9 – Conducting Business**

9.1 Although normal decision making will be achieved by consensus, at times a formal voting process may be required. Each member will have one vote and absentee ballots and/or proxies will not be permitted.

9.2 The Council shall meet regularly, on scheduled dates. The Council will meet a minimum of four times per year. Meeting dates and agendas will be published on the school website.

9.3 Committee meetings may be held as required without public notice of time and date

9.4 Extra meetings of the Council may be held providing proper notice of time and date has been circulated to all members, parents, and staff.

9.5 The agenda shall include, but not be limited to:

- Approval of the last meeting's minutes
- Treasurer's report
- School Administration report
- Committee reports
- Chair report
- New business

9.6 Requests to address the Council must be given, in writing, in advance to the Chair with as much notice as possible before the scheduled meetings.

9.7 Council will operate in a manner that is non-judgmental, is based on no-fault discussion, and uses consensus and compromise as the usual method for developing recommendations and/or plans.

9.8 Meetings will be a maximum of two hours in length. The Chair, with the consensus of the Council, may extend the meeting length by thirty minutes in order to finalize discussions of a pressing issue.

9.9 Rules for expenditures:

**Expenses greater than \$5000:** Any proposed budgeted or non-budgeted expense greater than \$5000 must be submitted to the Board for approval.

**Expenses \$300 up to \$5000:** Any proposed budgeted or non-budgeted expense greater than \$300 (but less than \$5000) must have prior approval of School Council via a passed proposal/agenda item.

**Expenses \$300 or less:** Must be approved by the Chair and/or Treasurer and reimbursed provided sufficient documentation (receipts) are submitted to the Chair and/or Treasurer. The Treasurer must report all such expenses to the Council during his/her report at the next Council meeting.

## **Article 10 – Fundraising**

10.1 Prior to public announcement and formal planning, all fundraising must be approved by the Council and if necessary, a committee formed. See Appendix A for established fundraising initiatives.

10.2 Fundraising proposals will be submitted, as required, to the Board for approval as outlined by Board policy.

10.3 Funds received are for the sole purpose of enhancing the educational experience of the students of Parkview Public School.

## **Article 11 – Conflict of Interest**

11.1 Prior to public announcement and formal planning, all fundraising must be approved by Council and if necessary, a committee formed.

11.2 Members of Council shall declare a conflict of interest in matter that they, members of their families, or business entities in which they may have a vested interest, stand to benefit directly or indirectly by decisions of the Council.

11.3 A member shall exclude him/herself from discussions in which:

- A conflict of interest is likely to result;
- The member's ability to carry out his/her duties or responsibilities as a member of Council may be jeopardized;
- The Council member, his/her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal, or the Board in response to advise that the Council provides to the principal or the Board.

11.4 A member shall not accept favours of economic benefit from any individuals or organizational entities known to be seeking business contracts with the school.

## **Article 12 – Bylaws**

12.1 Bylaws will be reviewed annually, at one of the first Council meetings of each new school year.

12.2 Bylaws may be amended at any regular scheduled meeting of the Council by a simple majority vote of those present, as the proposed amendment is on the agenda. This is to provide advance notice to the stakeholders, that is specific amendments have been introduced at a previous meeting or published in a school newsletter.

12.3 A copy of the bylaws will be made available upon request to all families, teachers, and staff of Parkview Public School.

12.4 A copy of the bylaws will be available in the School office and published on the School website.

## APPENDIX A

### Parkview Public Parent Council Annual Funding Initiatives

The following motions are affectionately referred to as “Etched in Stone” annual funding initiatives and have been in place for many years (some as early as 2006). These motions are a proud part of the Parkview School tradition and shall be funded on an ongoing basis. *They do not need to be motioned at any meetings.* If the PSC Council feels that any of these motions are no longer in the best interest of the students of Parkview Public School, they can be brought forward for discussion and revision.

1. Yearly maintenance of the school’s AED machine(s).
2. Where transportation is provided, the PSC will cover the transportation (bus) fees for students attending school-sanctioned events such as:
  - Cross Country (regionals and TVDSB finals);
  - Track & Field (regionals);
  - Sport tournaments;
  - Chess tournaments;
  - Band/choir trip to Canada’s Wonderland (cost of one bus).
 The PSC will *not* cover transportation costs associated with classroom field trips.
3. \$750 to each Grade 8 Graduation Committee to support that year’s Grade 8 graduation.
4. \$500 towards the Grade 8 end-of-year class trip.
5. Cost of the Grade 8 graduation photo, taken the night of graduation.
6. Cost of the PSC Graduation Award name bar(s).
7. Reimburse expenses, up to \$250, for the Parkview Winter Carnival.
8. Fees/costs associated with the Primary Play Day.
9. Fees associated with any school-sanctioned activity in the event that a student(s) cannot financial afford it (Angel Fund). The student(s) must be identified as such by their homeroom teacher and/or principal.
10. Purchase of “snack” items that will be kept in the school office in case a child forgets their lunch.
11. Costs associated with the annual PSC photo.
12. Each year, each teacher will receive up to \$250 per school year to use towards their classroom. Receipts must be handed in for every item purchased and must be deemed appropriate.
13. \$200 each school year for the Parkview Green Team.
14. \$200 each school year for the Peaceful Schools Committee (or equivalent committee).



- 15.** Fund Parkview School's mental health initiatives.
- 16.** Yearly maintenance of the Lori Allen VanBerlo memorial garden.
- 17.** Cost of a book that will be donated to the Parkview School library on behalf of a staff member who is departing Parkview. (\$50 maximum per book)
- 18.** Up to \$3.00 per student for EQAO "treats" for Grade 3 and 6 classes.
- 19.** Cost of an appreciation or thank you gift for long standing PSC member who is vacating their position, provided they are a non-Board employee. (\$50 maximum per gift). Collections will be taken for sympathy gifts for a Parkview staff member or PSC member.